

Position Description



Title:	Case Manager
Business unit:	Adoption, Permanent and Home Based Care, Eastern and Southern Melbourne
Location:	Level 7, 280 Thomas Street, Dandenong
Employment type:	Part time (60.8 hours per fortnight) Ongoing
Reports to:	Team Leader – High Risk and TCP

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The Case Manager, Children Youth and Families – Home Based Services is responsible for providing support to children and young people aged 0-18 years and their families in a Kinship care arrangement. The client group consists of both statutory Child Protection client and voluntary clients.

Scope

Budget: *nil*

People: *nil*

Relationships

- | | |
|------------------|---|
| Internal: | <ul style="list-style-type: none">• All Child, Youth and Family staff• All Uniting staff and volunteers |
| External: | <ul style="list-style-type: none">• Clients, their families and advocates• Government departments and funding bodies• Community service organisations |

Key responsibility areas

- | | |
|-------------------------|---|
| Service delivery | <ul style="list-style-type: none">• Provide support and case management services to children and young people in an effort to achieve the desired outcomes in the context of their individual needs/case plans.• Support the development and implementation of case plans, including statutory case plans as required. |
|-------------------------|---|

Approved by: Executive Officer	Page 1 of 3	Division: Eastern Victoria
Date Approved: November 2019	Printed copies of this document are not controlled.	Next Review Date: November 2020

Position description

Case Manager



- Facilitate referrals to access appropriate support services where required.
- Build and maintain effective working relationships with key stakeholders.
- Facilitate regular care team meetings and ensure the child and/or young person's needs and views are well represented in these forums.
- Support young people to develop exit plans, leaving care plans, and to access housing and community support options as required.
- Deliver case management services that meet all relevant performance and outcome indicators.
- Attend internal and external meetings and forums as required.

Communications

- Maintain comprehensive professional case notes, reports, client files and records, including data collection according to program and statutory requirements, and ensure timelines for completion are adequately met.

Leadership & teamwork

- Develop and maintain effective working relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government agencies.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

Qualifications

- Desirable: Bachelor of Social Work, Psychology, Behavioral Science or related discipline
- Essential: (Minimum) Diploma of Community Welfare Work or related discipline
- Essential: Current driver's licence & Working with Children Check

Experience

- Desirable: Minimum of 1 years' experience in a case management role

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Cultural Awareness:** understanding and awareness of the issues relating to the Aboriginal Community and past practices as well as the CALD
- **Teamwork:** Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Achieves results:** Focused on optimal outcomes for clients
- **Professionalism:** Execute day-to-day activities in a positive, professional and enthusiastic manner.
- **Client Focused:** Prioritise needs of clients

Position description

Case Manager



- **Planning and Organising:** sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; identifies processes, tasks and resources required to achieve a goal, establishes systems and procedures to guide work and track progress; recognises actual and potential barriers and finds effective ways to deal with them.
- **Negotiation and Communication:** Highly effective negotiation and communication skills and capacity to build relationships with a wide range of key stakeholders including carers, Child Protection staff, community service organizations, leisure and recreational facilities staff, as well as other community members and neighbours.
- **Interpersonal Skills:** detects the underlying concerns, interests or emotions that lie behind what is being said and done; presents as genuine and sincere when dealing with others; projects an objective view of another's position; uses understanding of individuals to get the best outcomes for the person and organisation.

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Approved by: Executive Officer	Page 3 of 3	Division: Eastern Victoria
Date Approved: November 2019	Printed copies of this document are not controlled.	Next Review Date: November 2020